

Special Inspector Identification and Approval

IR A-1Y

References: Title 24, Part 1 Section 4-333(c)
Discipline: Structural

Issued 11-14-2006

This Interpretation of Regulation (IR) is intended for use by the Division of the State Architect (DSA) staff, and as a resource for design professionals, to promote more uniform statewide criteria for plan review and construction inspection of projects within the jurisdiction of DSA, which include State of California public elementary and secondary schools (grades K-12), community colleges, and state-owned or state-leased essential services buildings. This IR indicates an acceptable method for achieving compliance with applicable codes and regulations, although other methods proposed by design professionals may be considered by DSA.

This IR is reviewed on a regular basis and is subject to revision at any time. Please check the DSA web site for currently effective IR's. Only IR's listed in the document at <http://www.dsa.dgs.ca.gov/Publications/default.htm> (click on "DSA Interpretations of Regulations Manual") at the time of plan submittal to DSA are considered applicable.

Purpose: This IR has been issued to clarify the requirements for approval and/or identification by DSA of special inspectors and to clarify duties, responsibilities, and reporting requirements of special inspectors.

1. General: Special inspections are required for various construction processes that cannot be inspected by the project inspector for one or more of the following reasons:

- The construction process takes place at a location remote from the project site,
- The construction process requires special expertise that the project inspector may not possess (e.g. welding and masonry).
- The construction process requires a time commitment that the project inspector may not be able to provide during the inspection of other concurrent work.

1.1 Construction processes that may require special inspection are listed in Section 4-333(c) of Title 24, Part 1. Special inspection requirements will be determined on a project specific basis during plan review based on the nature and complexity of the project.

1.2 In unusual situations, special inspection of additional aspects of construction may be requested during construction to relieve the project inspector's workload.

1.3 All special inspectors must be approved, or identified, by DSA as described in this document.

2. Identification or Approval of Special Inspectors: When special inspection is required by plans and specifications OR requested per section 1.2 a special inspector shall either be identified per Section 2.1 or approved in accordance with Section 2.2 below.

2.1 Special Inspector Employed by an Accepted (LEA) Testing Laboratory:

Special inspectors employed by a testing facility accepted in the DSA Laboratory Evaluation and Acceptance (LEA) program shall be identified by the engineering manager of the laboratory. The civil engineer in charge of the testing facility is responsible for verifying that all special inspectors assigned to a project are appropriately qualified and able to perform the tasks to which they are assigned. The engineer is responsible for supervising each special inspector to insure that inspections are performed, and that all reports are prepared and submitted, in strict accordance with all requirements. The name of each special inspector, along with appropriate certification numbers, shall be listed on Form DSA-150 and submitted to

DSA at least ten days prior to performance of inspection work by the special inspector. Each special inspector must sign Form DSA-150 indicating that he or she will perform inspections personally, in the manner required by the Code. DSA will review Form DSA-150 and post the names of the special inspectors assigned to the project on the "Project Tracking" page of the DSA website.

2.2 Special Inspectors who are NOT Employed by an Accepted (LEA) Testing Laboratory:

Special inspectors who are NOT employed by a testing facility accepted in the DSA Laboratory Evaluation and Acceptance (LEA) program shall complete Form DSA-5. The architect or engineer in general responsible charge of the project, the school district and the structural engineer delegated responsibility for the structural part of the project (if one is identified on line ??? of Form DSA-1) must sign Form DSA-5 to indicate that they have reviewed the special inspectors qualifications and ability to perform and found him or her acceptable. Form DSA-5 must be submitted to DSA at least 10 days prior to performance of inspection work by the special inspector. DSA will review Form DSA-5 and post the name of the special inspector assigned to the project on the "Project Tracking" page of the DSA website.

2.3 DSA reserves the right to reject any proposed special inspector who:

- has failed to perform duties as required by code on previous project,
- is committed to performing inspections on other projects that would preclude the ability to perform all inspections in a thorough manner as required by Code, or
- otherwise fails to meet the minimum qualifications required by Code.

2.4 If the work requiring special inspection is of such a nature that one individual is not able to provide all inspections the names of additional individuals may be submitted on separate Forms DSA-150 or DSA-5. A schedule of duties must be attached to each Form DSA-150 or DSA-5 to identify the responsibilities of each individual. All inspection reports must clearly describe the specific work that each individual inspected.

2.5 If a new special inspector is required during a project a new Form DSA-150 or DSA-5 must be submitted to DSA at least 10 days prior to performing any inspection work. Special inspectors who leave the project prior to completion are required to submit a "terminating" verified report.

3.0 Reporting:

3.1 Daily Reports: Special inspectors shall produce daily written reports of all inspection related activities. Report format shall be based on the [templates](#) available on the DSA website. When special inspections are carried out on the project site, reports shall be handed to the project inspector on a daily basis.

3.2 In-Progress Reporting: All daily reports shall be sent to the project architect, structural engineer in charge of observation of construction (if there is one), school district, project inspector, and DSA within 14 days of the date of the inspection.

3.3 Verified Reports: Special inspectors shall submit verified reports in accordance with Section 4-336. Verified reports must be submitted on [Form DSA-292](#). Verified reports shall be submitted when:

- Work requiring special inspection stops on a project for more than one month,

- The special inspector leaves the project for any reason (terminating verified report), and/or
- All work on the project requiring special inspection is completed (final verified report).

When one individual performs all special inspections in a particular discipline (welding, masonry, etc) his or her final verified report shall clearly indicate that all work was inspected.

When multiple individuals perform special inspection in one discipline each final verified report must clearly describe the specific parts of the work that each individual inspected. Each final verified report will include the following statement:

"I have reviewed the DSA approved documents and the scope of work covered by the reports of *<insert name(s) of all other special inspectors who performed inspections of this portion of the work>*. I have personally verified that my reports, together with the reports of these individuals, include the entire scope of all *<describe the applicable portion of the work e.g. "field welding">* indicated on the DSA approved documents. All *< describe the applicable portion of the work e.g. "field welding">* has been inspected and reported."